

# Food and Nutrition Management Evaluation Reviews

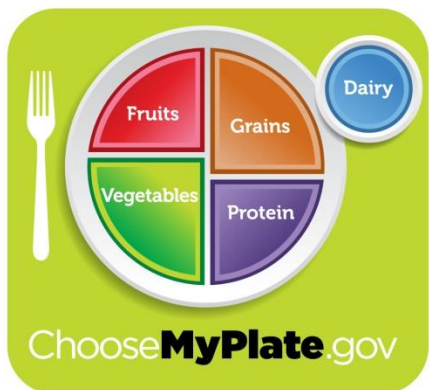
# What is Management Evaluation?

- ❖ Management Evaluation is often referred to as an ME Review
- ❖ Each year in July, Food and Nutrition Services (FNS) sends the Department of Human Services (DHS) a memo of target areas that are required to be reviewed.
- ❖ Nutrition Education is one of the target areas among others stated in the yearly memo



# Who is considered for review?

- ❖ Review sites are chosen from:
  - ❖ Iowa Department of Public Health (IDPH) and
  - ❖ Iowa State University (ISU)



# There are four parts to the review review?

- ❖ There are four parts to the review process:
  - ❖ Completion of a questionnaire
  - ❖ Observation of the lesson and the instructor
  - ❖ Financial review
  - ❖ Report and findings

Quality Review



# Questionnaire

- ❖ A portion of the questionnaire is completed by the agency being reviewed prior to the visit with a due date to return to ME Reviewers
- ❖ The other portion is completed by the ME Reviewers at the lesson observation



# Observation

- ❖ Set at date and time to observe a lesson
- ❖ Pre-meeting
- ❖ Observation
- ❖ Questions



# Report and Findings

- ❖ Reviewers will ask financial information for a particular time period
- ❖ The agency will need to supply copies of all supporting documentation for the time period requested
- ❖ Once all the information is obtained and reviewed a draft copy of any findings is shared with the agency before final submittal to FNS.



# Reviewers

- ❖ Lisa Michaelson
- ❖ Shannon Harris
- ❖ Michelle Gonzales





# Questions?